

The Centennial Committee is established plan to and recommend fun-filled and educational events in the City to celebrate the City's first 100 years. Full committee and Subcommittee meetings are held on the fourth Monday of each month at 7:00 p.m. at the Torrance Chamber of Commerce. All meetings are open to the public. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review in the City Clerk's Office. Direct any other questions or concerns to staff liaisons Fran Fulton or Eleanor B. Jones at 310-618-5880. Agendas are posted on the City of Torrance website www.TorranceCA.Gov.

In compliance with the Americans with Disabilities Act. if special assistance is needed to participate in this meeting, call 310-618-2967. please Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28CFR 35.102-104 ADA Title II].

HOURS OF OPERATION

Monday through Friday from 7:30 a.m. to 5:30 p.m.

Offices are closed alternate Fridays.

CITY OF TORRANCE CENTENNIAL COMMITTEES

FULL COMMITTEE

- **SUBCOMMITTEES:** Events Finance Fundraising
 - Marketing Media/PR/Outreach

TORRANCE AREA CHAMBER OF COMMERCE 3400 TORRANCE BOULEVARD **TORRANCE, CALIFORNIA 90503**

> Monday, February 27, 2012 7:00 p.m.

AGENDA

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. FLAG SALUTE
- 4. ORAL COMMUNICATIONS #1 (Limited to a 30-minute period)

Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Committee is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.

- 5. INTRODUCTIONS
- 6. CHAIR'S REMARKS
- 7. FULL COMMITTEE WORK
 - A. Discussion
 - 1. Centennial Library Card
 - 2. Centennial Plaza update Fran Fulton
 - 3. Upcoming events and group coordination
 - 4. Merchandise sales
 - 5. Brick sale update
 - 6. Time Capsule update
 - 7. Reception update
 - 8. Brick ad and business cards
 - 9. Budget review
 - B. Approval
 - 1. Minutes 12/12/11, 1/23/12
 - 2. Centennial Library Card
 - 3. Donation of tote bags for 22 winners for Students and Government Day in
 - 4. Sale prices for certain merchandise
- 8. ORALS
 - A. Comments from committee members
 - B. Announcements / updates

9. SUB-COMMITTEE WORK

- A. Events
 - 1. Approval
 - a. Events
 - 2. Review upcoming events
 - 3. Select leads
- B. Finance
 - 1. Budget review
 - 2. Merchandise
- C. Fundraising
 - 1. Discussion
 - a. Donors / brick letters
 - i. Status
 - ii. Response
 - iii. New target list / ideas
 - iv. May 1 deadline
 - b. Brick sales promotions
 - i. Updated
 - ii. Other ideas
 - c. Sponsor event
 - i. Status
 - ii. Who, what, where, when, etc.
 - iii. Budget
- D. Marketing
 - 1. Work on game
- E. Media / PR / Outreach
 - 1. How can we assist with brick sales?

10. APPROVE CENTENNIAL EVENTS

A. Reconvene Full Committee to approve the events

11. ADJOURNMENT

- A. Next meetings:
 - Monday, March 26, 2012, Executive Committee at 5:00 p.m.
 - Monday, March 26, 2012, Full & Sub-Committees at 7:00 p.m.